

How to Use the Job Content Questionnaire (JCQ): Employee Role

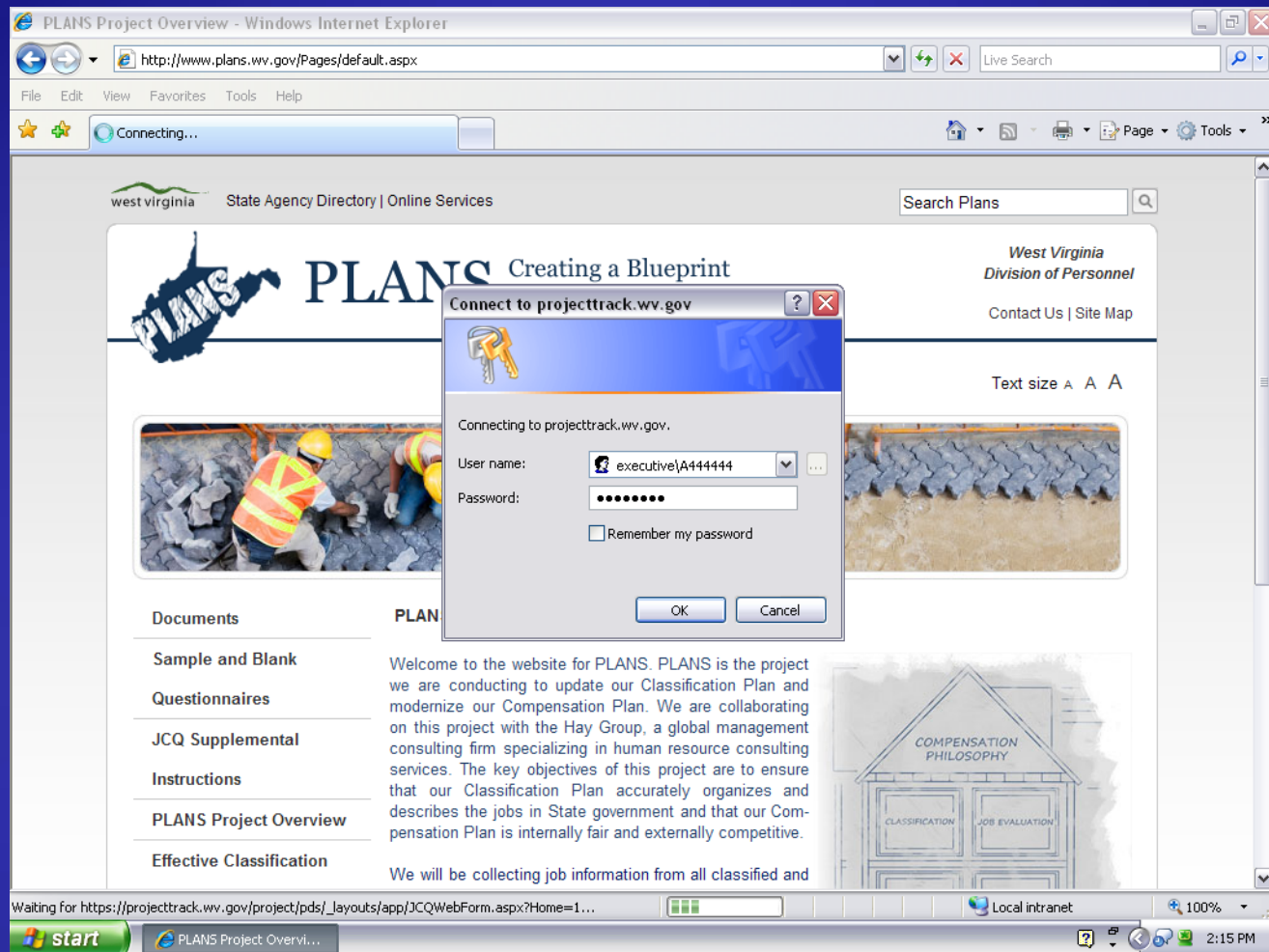
Welcome!

This training is designed to help you use the electronic Job Content Questionnaire (JCQ). The JCQ is the form all state employees will complete for the PLANS project. It is designed to help you share information about your current job duties.

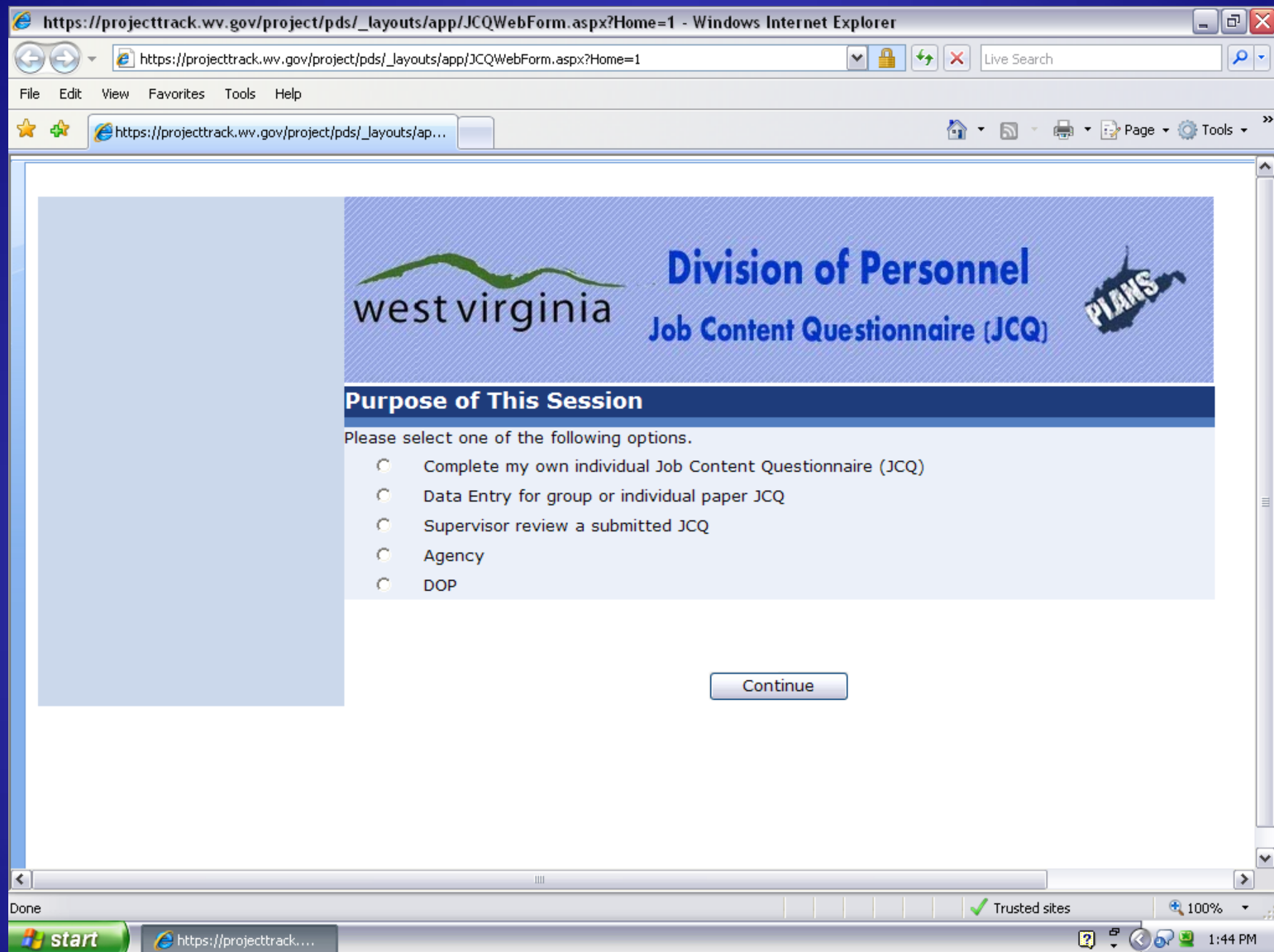
A JCQ can be done electronically or on paper. If you have access to a computer at work and you did not sign a Group JCQ, you will do your JCQ electronically.

Please Note:

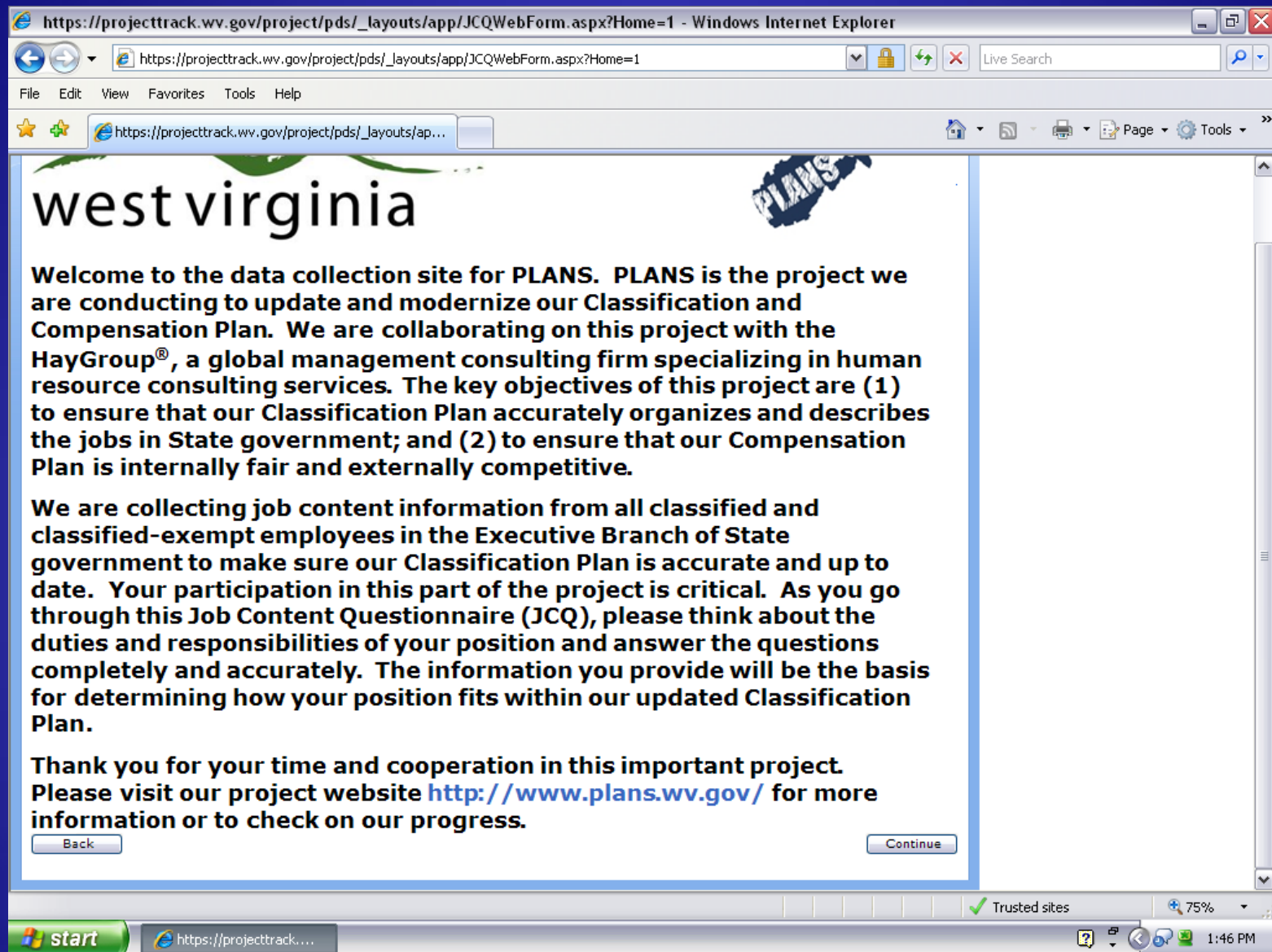
The following instructions are for Internet Explorer 7, which is the browser that most state employees will use. If you use a browser other than Internet Explorer 7, your login window may not appear exactly as it does as shown here.



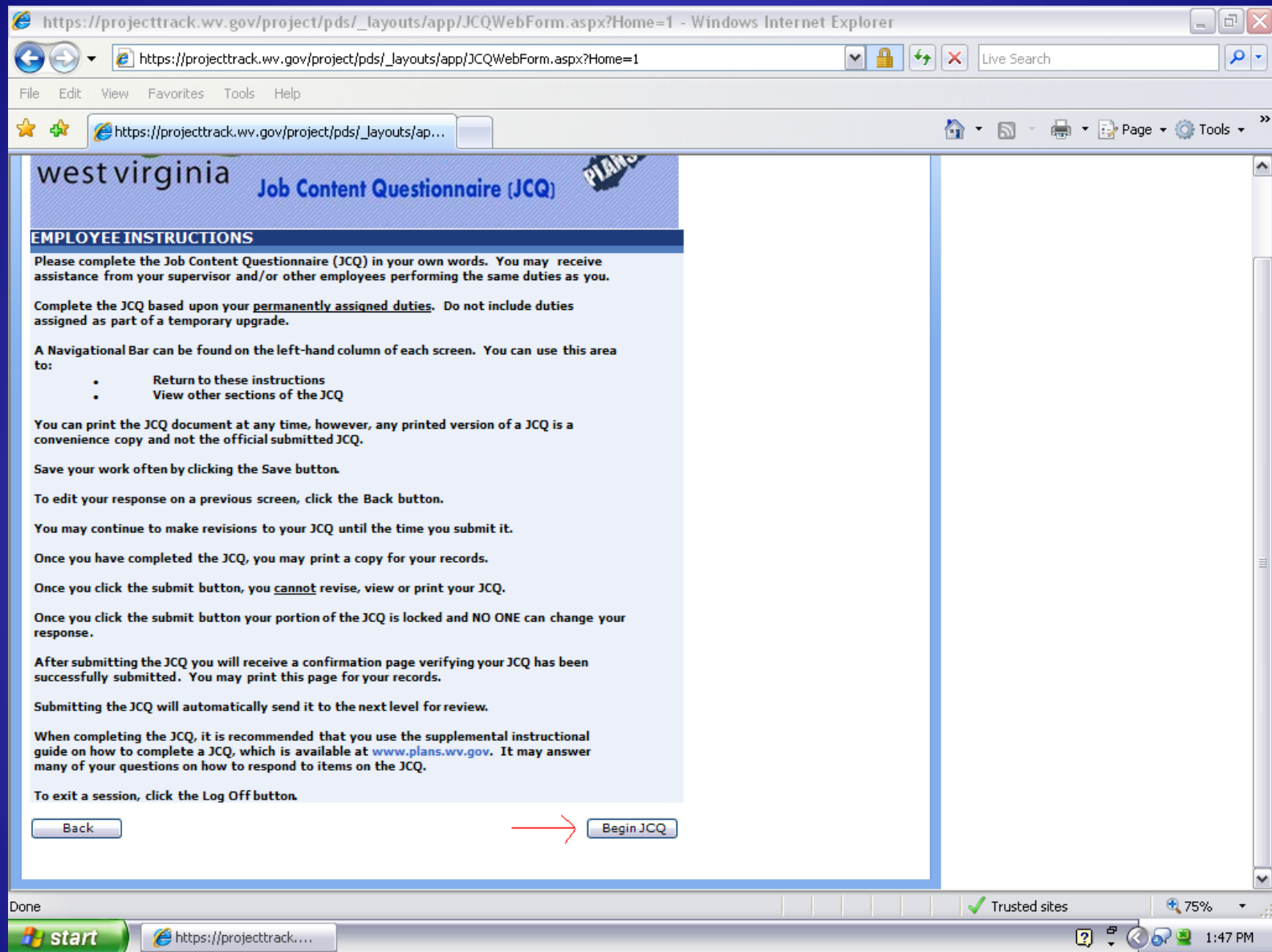
You will receive a link to the electronic JCQ. When you follow this link, you will be prompted to log into the site. How you log in depends on your domain. If your email address ends in @wv.gov, you are on the executive domain. If your email address does not end in @wv.gov, you are on the resource domain. Slideshows demonstrating how to log in for each domain are available on the PLANS website.



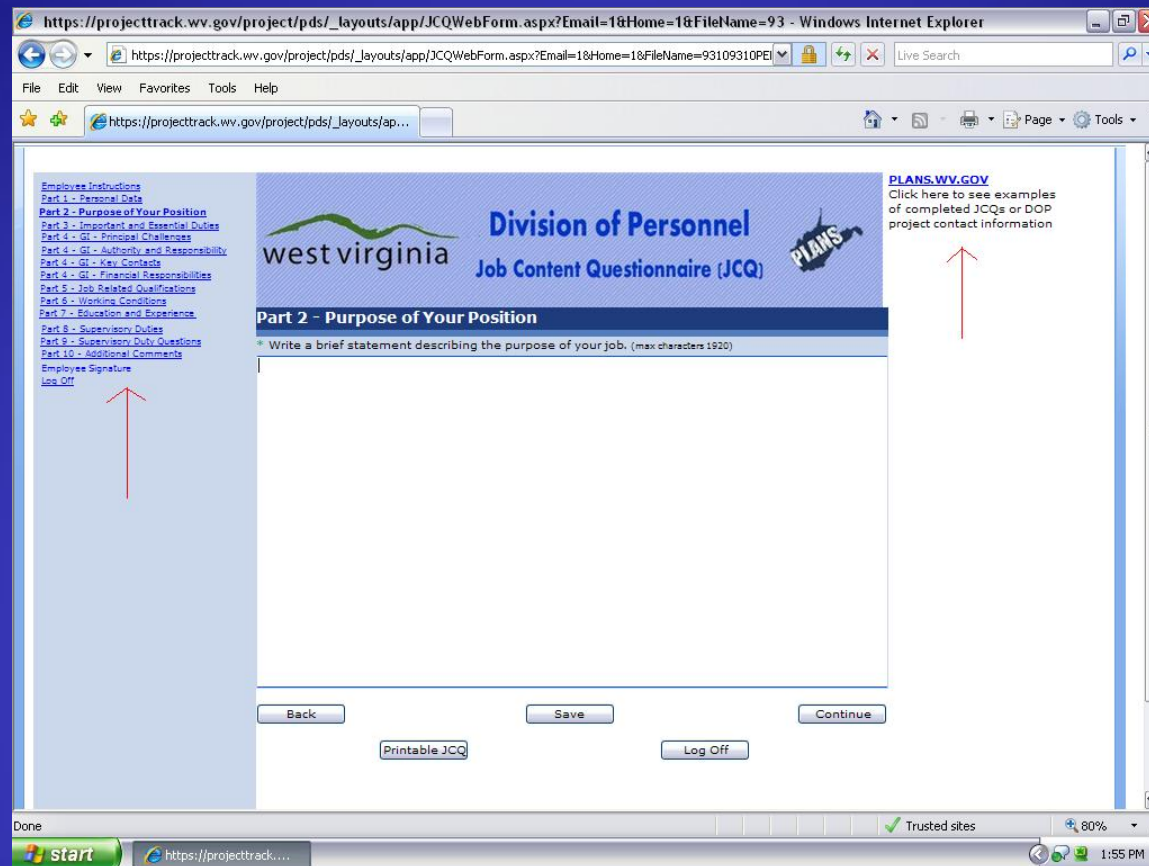
Logging in will take you to the electronic JCQ. The first page you will see is titled Purpose of this Session. Choose the first radio button, "Complete my own individual Job Content Questionnaire (JCQ)". Then click Continue.



Next you will see the Welcome screen. Read the information provided, and click Continue when you are done. If you do not see the Continue button at first, scroll down until it becomes visible.



Next you will see the Employee Instructions page. Carefully read the instructions. When you are ready to start your JCQ, click “Begin JCQ”. If you cannot see this button at first, scroll down.



Each page of the JCQ form has several sections.

In the center is the question(s) for that JCQ Part. On the left-hand side of the JCQ form, there is a navigation menu. Click on a JCQ Part to be taken to that page. On the right-hand side, there is a link to the PLANS Project website. The website contains sample JCQs as well as FAQs and supplemental information that will help you with the JCQ. It is recommended that you use these materials as you complete your form.



At the bottom of each page of the JCQ are a number of buttons you can use to navigate through the JCQ.

- “Back” takes you to the previous page.
- “Continue” takes you to the next page.
- “Save” saves your work. It is recommended that you click the Save button frequently while working on your JCQ so that you do not lose any work should an error occur.
- “Log Off” will take you out of the system. If you need to stop working on your JCQ before you are finished, use this button to exit the JCQ system. You can then log back in at a later time to finish your JCQ.
- “Printable JCQ” will open a copy of the JCQ in a separate window, which you can then print. *If you have trouble printing, make sure your pop-up blocker is turned off.* Also, the printable JCQ frequently loads behind the active window, so please check your toolbar at the bottom of your screen.

https://projecttrack.wv.gov/project/pds/_layouts/app/JCQWebForm.aspx?Email=1&Home=1&FileName=93 - Windows Internet Explorer

https://projecttrack.wv.gov/project/pds/_layouts/app/JCQWebForm.aspx?Email=1&Home=1&FileName=93109310PE

File Edit View Favorites Tools Help

https://projecttrack.wv.gov/project/pds/_layouts/ap...

[Employee Instructions](#)
[Part 1 - Personal Data](#)
[Part 2 - Purpose of Your Position](#)
Part 3 - Important and Essential Duties
[Part 4 - GI - Principal Challenges](#)
[Part 4 - GI - Authority and Responsibility](#)
[Part 4 - GI - Key Contacts](#)
[Part 4 - GI - Financial Responsibilities](#)
[Part 5 - Job Related Qualifications](#)
[Part 6 - Working Conditions](#)
[Part 7 - Education and Experience](#)
[Part 8 - Supervisory Duties](#)
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Division of Personnel
Job Content Questionnaire (JCQ)

Part 3 - Important and Essential Duties

In your own words:

- Describe the major duties you perform, starting with the most important.
- Describe your job duties as they exist now. Tell us what you are actually doing in the job. Please be objective and accurate. Try not to understate or inflate the job. Do not copy language from the class specifications.
- Base your responses on the typical duties and responsibilities of the job under normal conditions, not under unusual circumstances.
- Complete this section using only permanently assigned duties. Do not include duties assigned as part of a temporary upgrade.
- Approximate Percentage of Time: Give your best estimate of the approximate percent of time that each duty represents. Use less than 5%, then 5% increments (5%, 10%, 15%, etc.) up to 100%.
- To add a line, click on the arrow beside add lines. To delete a line, place the cursor on the line. An arrow will appear on the left. Click the arrow and select "Remove Duty".
- Use the frequency codes below to indicate how often you perform each duty.

* You must enter at least one duty statement.

Essential Duties in Order of Importance (max characters 1920)	Frequency Code	Approximate Percentage of Time
Select...	Select...	Select...

☐ add lines

PLANS.WV.GOV
Click here to see examples of completed JCQs or DOP project contact information

Need help with Important and Essential Duties
[Click Here](#)

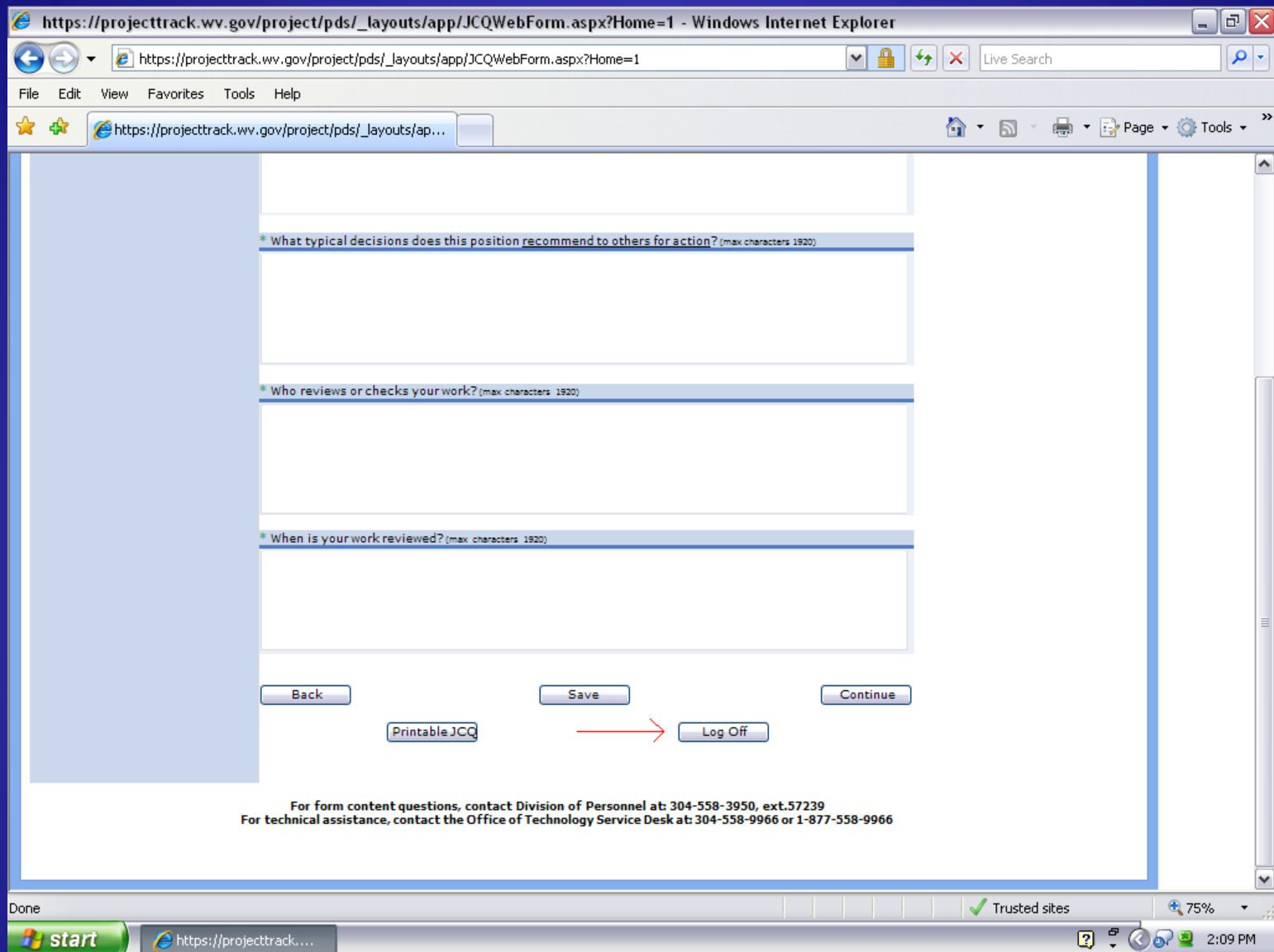
Done

start https://projecttrack...

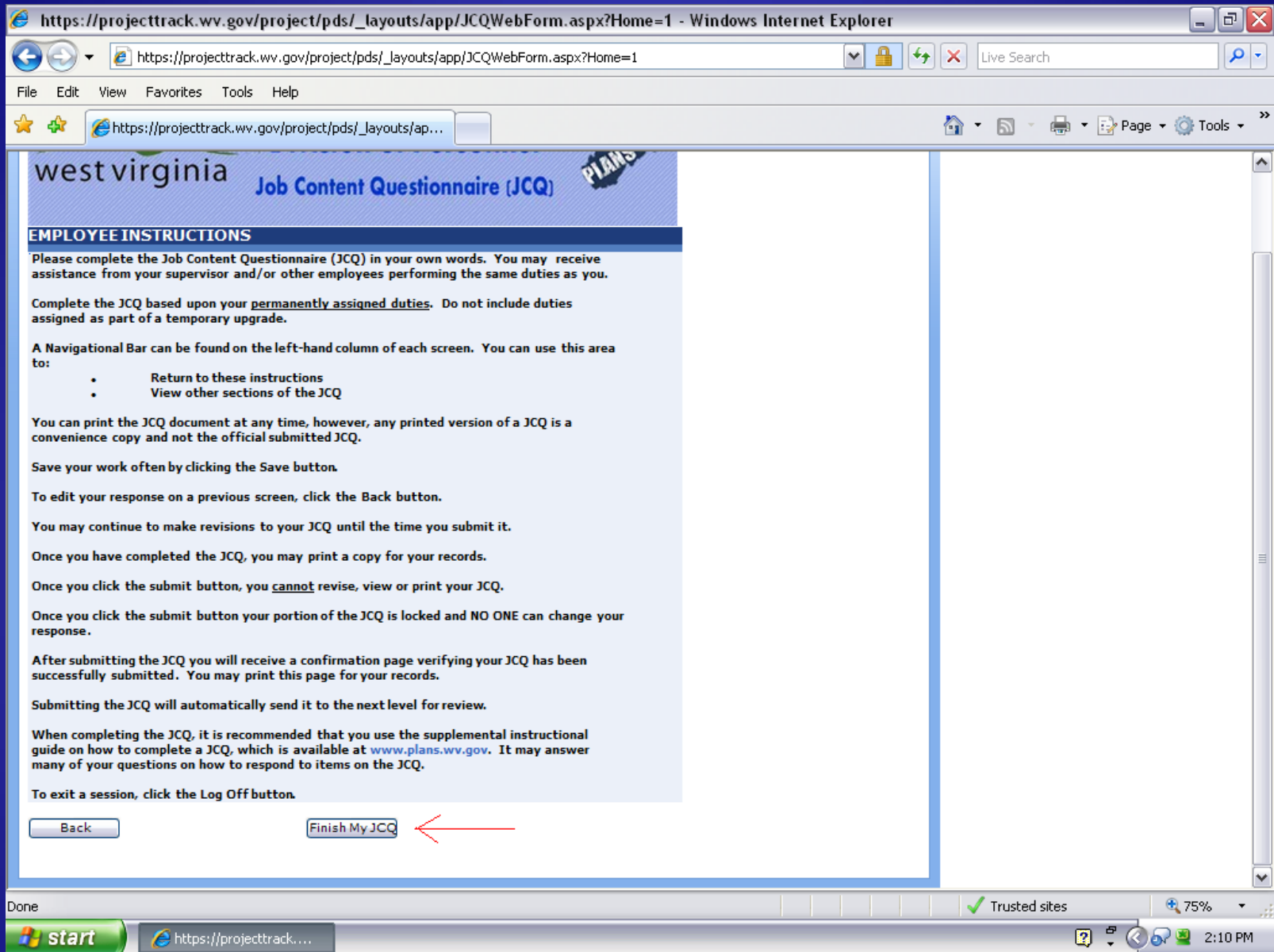
Trusted sites 80% 2:07 PM

Many JCQ parts contain instructions in addition to the question being asked, like the screen shown here does. Make sure you read all of the information before answering the question.

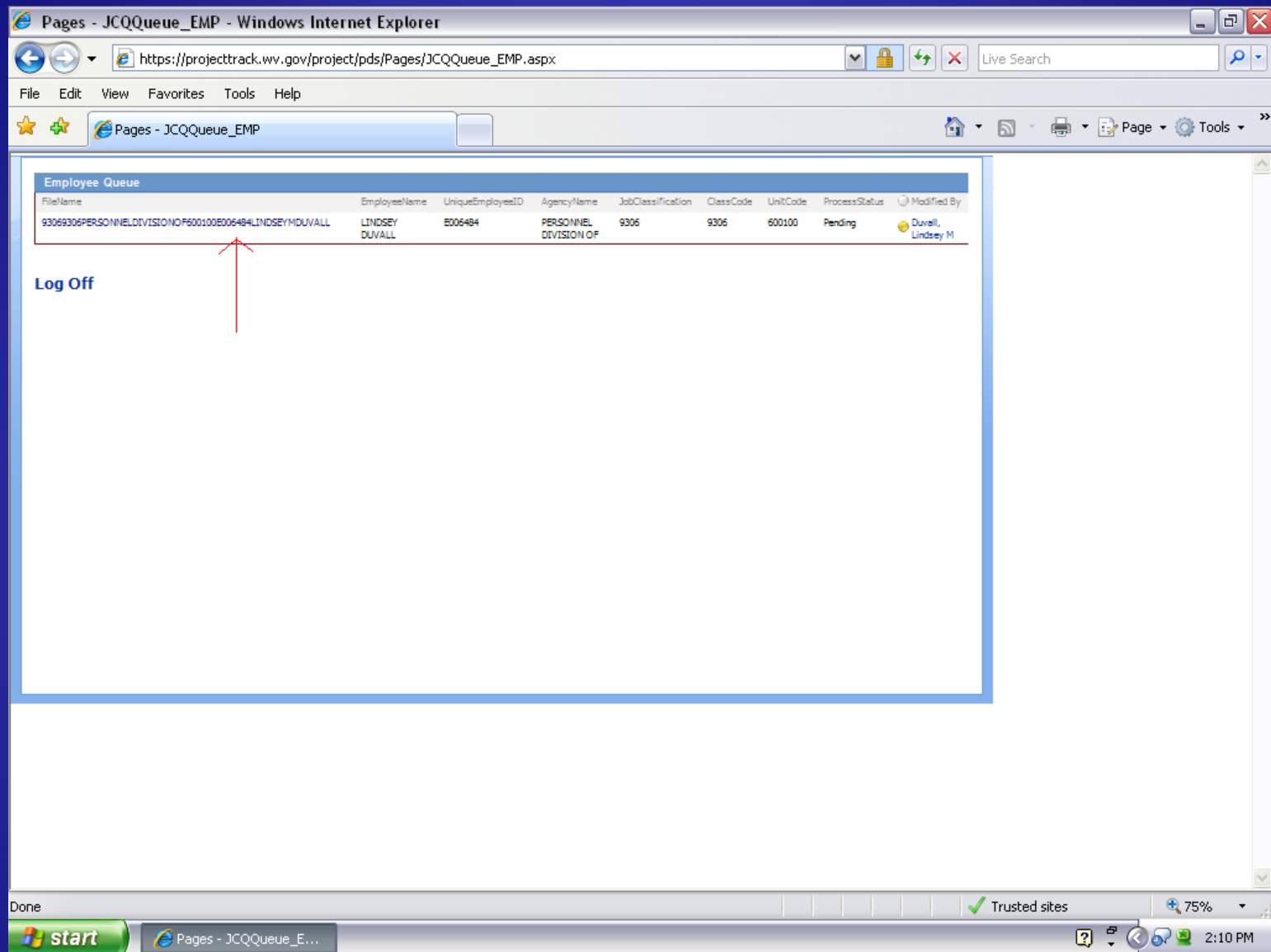
On a few JCQ screens, you will see a blue Help icon. Clicking on this Help icon will open a separate window that contains more detailed instructions and examples for the question you are answering. Please make sure your pop-up blocker is turned off when trying to view the Help windows.



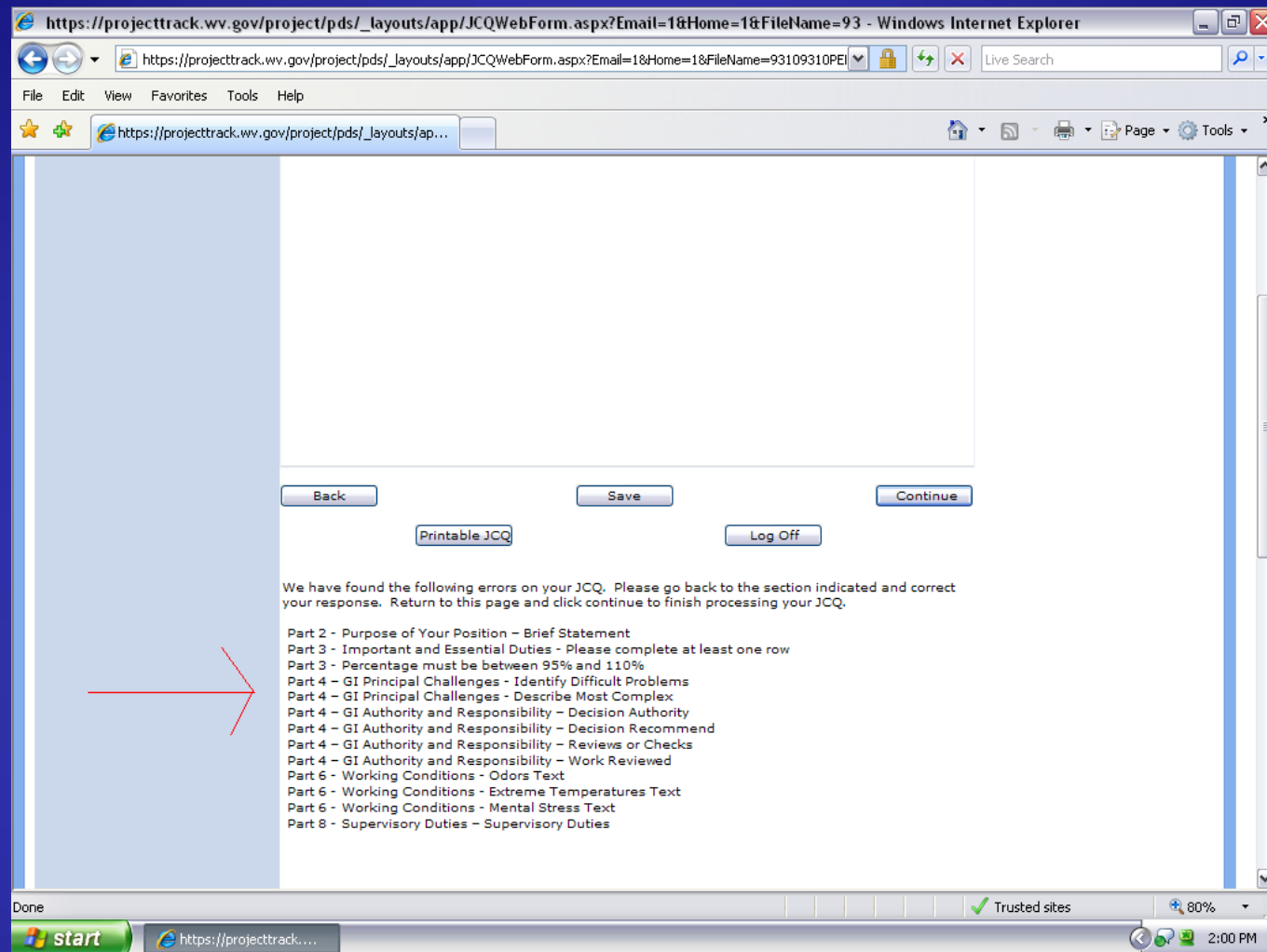
Each page of the JCQ has a Log Off button at the bottom. If you need to stop working on your JCQ before you are finished, use this button to exit the JCQ system. You can then log back in at a later time to finish your JCQ.



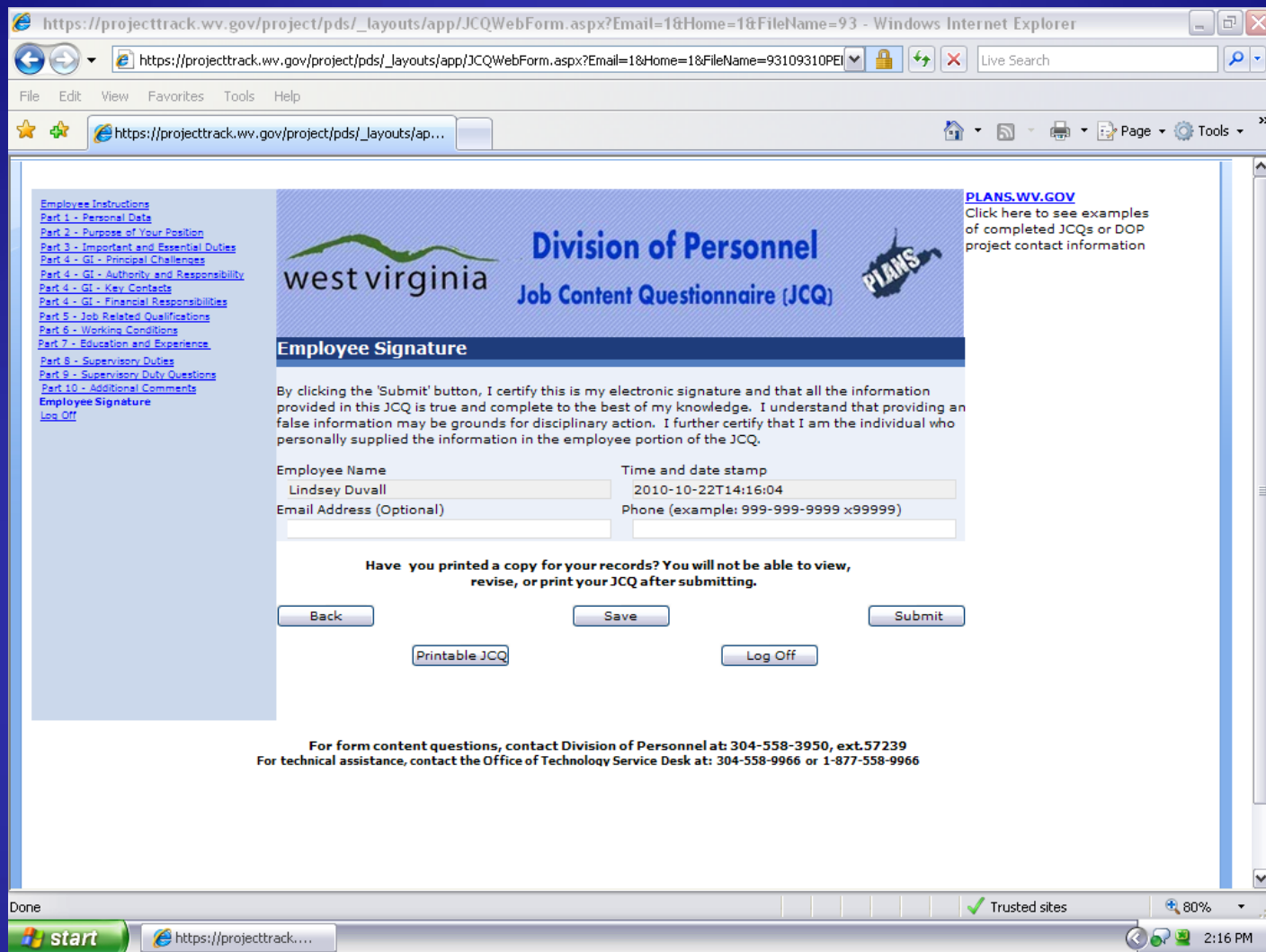
When you are ready to resume working on your JCQ, log in to the system again. This time, the Employee Instructions page will have a new button, “Finish my JCQ”. Click this button to continue.



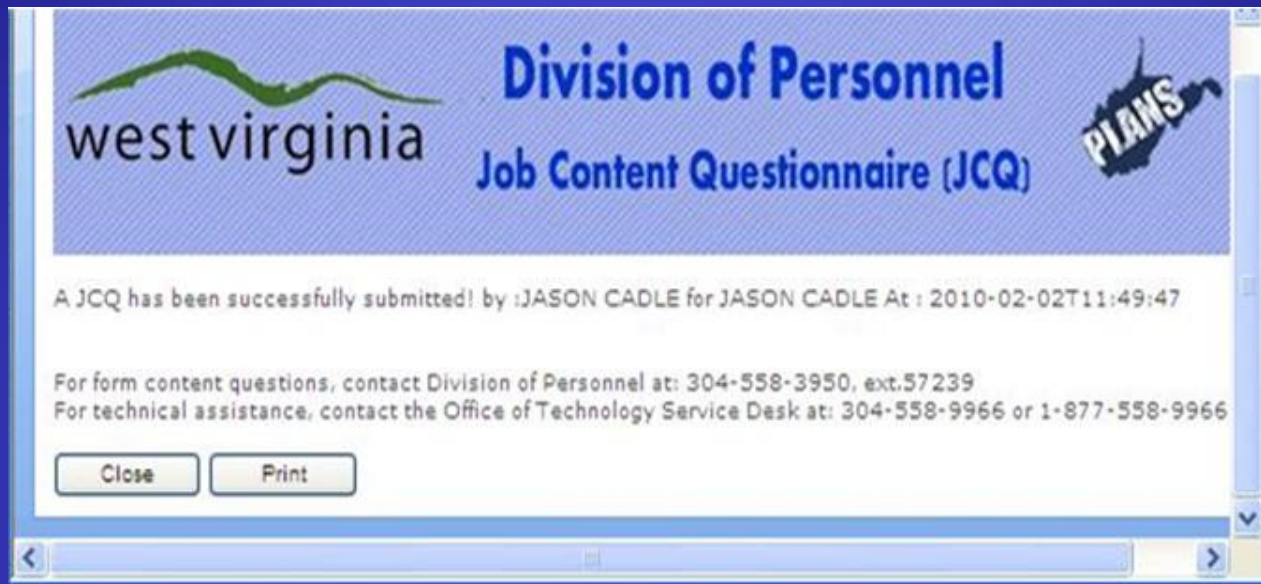
This will take you to a screen labeled “Employee Queue”. Click on the file name as shown; this is your JCQ. Clicking the file name will take you to Part 1 of your JCQ. Your previous work on the JCQ will be saved.



When you click Continue on Part 10 of the JCQ, a message will display at the bottom of the screen if you have any errors that need corrected. This means you have not answered all of the questions. You must go back to the Parts indicated and provide the omitted information before you can continue. When you return to Part 10, the error message will display until you hit Continue again. When you have provided all required information, you may proceed.



When your JCQ is complete, you may proceed to the Employee Signature page. By clicking Submit on this page, you are submitting your JCQ. Once you have submitted your JCQ, you will NOT be able to open or view it again. Therefore, you must make sure you have no more changes before you submit. It is recommended that you print a copy of your JCQ for your records before submitting it.



When you submit your JCQ, you will receive a confirmation page. You may print this for your records by clicking the Print button.

The confirmation page will appear in a new window. Please make sure your pop-up blocker is off before you click Submit on the Employee Signature page; if your pop-up blocker is on, you will not receive the confirmation page. If you do not see the confirmation page, check your toolbar at the bottom of your screen; the page may have loaded behind your active window.



If you leave your JCQ open and unattended for a period of time (about an hour), you will receive the error shown above. Do not be alarmed. This is a security measure designed to help prevent other employees from being able to access your JCQ. If you get this error, simply close your browser, re-open it, and log into the JCQ system again. If you did not click the Save button before leaving your computer, you will probably lose the information on the page you were working on, but you should not lose all of your work on your JCQ.

IT IS STRONGLY RECOMMENDED THAT YOU CLICK THE SAVE BUTTON FREQUENTLY AND LOG OUT OF THE JCQ SYSTEM BEFORE LEAVING YOUR COMPUTER UNATTENDED.

For questions on how to complete the form,
please contact the Division of Personnel at
(304) 558-3950 extension 57239 or send an
email to DOP.PLANS@wv.gov.

For technical questions, please call the Office of
Technology Help Desk at (304) 558-9966 or
1-877-558-9966.